



Directions for School Test Coordinators Assigning Themselves the Edit Accommodations Role April 8, 2015

- Go to mtsmarter.measuredprogress.org and sign in
- Select the ART tool icon
- Select Create/Modify Users



- Complete a search for your own name

User Search

Search Filters

First Name: Last Name:
 Email Address: Role:
 State Abbreviation: Show Users with Errors:

First Name	Last Name	Email Address	Telephone Number	Role	Associated Entity Name	Responsible Entity Type	State Abbreviation
Pam	Turnquist	quish@brennan.net		School Coordinator	Alder School	INSTITUTION	MT
				Test Administrator	Alder School	INSTITUTION	MT

Total results found: 1 Page: 1

- Once your information appears below the green bar, scroll to the right of your information and select the pencil icon (edit button)

First Name	Last Name	Email Address	Telephone Number	Role Associations				State Abbreviation
				Role	Associated Entity Name	Responsible Entity Type		
Pam	Turnquist	quish@brennan.net		School Coordinator	Alder School	INSTITUTION	MT	
				Test Administrator	Alder School	INSTITUTION	MT	

Total results found: 1 Page: 1

- Select the checkmark+ button on the right side of the green bar under Role Associations on the new page. A new row of dropdown menus will appear.

Warning: You have unsaved changes

Indicates required field

Edit User Information

* First Name: Pam * Last Name: Turnquist
 * Email Address: lquist@bresnan.net Telephone Number:

Role Associations

Role	Responsible Entity Type	Associated Entity Id	State	
School Coordinator	INSTITUTION	0719 - Alder School (MT)	MT	X
Test Administrator	INSTITUTION	0719 - Alder School (MT)	MT	X
Edit Accommodations	INSTITUTION	0719 - Alder School (MT)	MT	X

Save Cancel

- Under role: Select Edit Accommodations
 Under Entity Type: Select Institution
 Under Associated Entity ID: Select your school
- Select the Save button.

You may have to refresh, but once you follow these steps, you, the school coordinator will have the permissions needed to edit student accommodations.

Because you have only added a role to your own account, you will continue to use the same e-mail address and password that were set up when you were added as the School Test Coordinator.